



JOB OPENING
TOWN OF NORTH READING

This posting is for the position of: **Building Maintenance Worker**

This is a full-time 35 hour per week position responsible for assisting the Building Superintendant in the day-to-day maintenance and operations for town buildings.

The following is a list of requirements:

- Performs semi-skilled and skilled interior and exterior building maintenance and repairs such as painting, carpentry, mechanical and other trades work.
- Operates and repairs HVAC (motors, fans, AC units, etc), lighting and plumbing systems.
- Performs such duties as inspecting, diagnosing, trouble shooting, and repairing roofs, windows, doors, locks, flooring, furniture, cabinets, shelves, stairs and sinks.
- Performs some electrical work not requiring a licensed electrician such as replacing cords, fuses and light fixtures.
- Performs plumbing maintenance and replacement duties.
- Performs light maintenance activities such as replacing light bulbs, ordering and stocking necessary supplies, and performing routine preventive or corrective maintenance on building systems wherever possible.
- Sets up and removes furniture, open and close buildings, assists in miscellaneous projects requiring handyman skills.
- Securing buildings for winter, covering windows and replacing weather stripping as needed, coordinates and assists with snow and ice removal at public buildings.
- Position is classified as an Essential Employee and the employee must be able to work long hours 24/7 when necessary.
- A full job description is available upon request.

This position is a Non-Union, 35 hour a week position at a starting rate of \$48,000 (including benefits).

Interested applicants should send resume/application to Human Resources:

aolsen@northreadingma.gov

Subject line: BMW 2015

EOE

6/29/2015